



## **MUSEUM ADMINISTRATOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, direct and review the activities and operations of the Historical Museum; to coordinate assigned activities with other divisions and outside agencies; and to provide highly responsible and complex administrative support to the Deputy Community Services Manager - Cultural Services.

### **Supervision Received and Exercised:**

Receives general direction from the Deputy Community Services Manager - Cultural Services or from other supervisory or management staff.

Exercises direct supervision over professional, technical and clerical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Develop, plan, implement, and administer the Museum work plan; assign work activities, projects and programs; monitor work flow; develop and implement policies and procedures; review and evaluate work products, methods and procedures.
- Coordinate Museum activities with those of other departments and outside agencies and organizations.
- Prepare the Museum budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Select, train, motivate and evaluate staff; provide or coordinate staff training; work with employees to correct deficiencies; and implement disciplinary actions; recommend employee terminations.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

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### Museum Administrator (continued)

- Write grant proposals; administer grants.
- Prepare monthly report detailing Museum activity.
- Coordinate special programs for the Museum, including fundraising and community outreach programs.
- Prepare public relations material such as pamphlets and Museum programs.
- Conduct research pertinent to the Museum collection.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Five years of increasingly responsible experience in museum work, including two years of administrative and supervisory responsibility.

#### **Training:**

Equivalent to a Masters degree from an accredited college or university with major course works in archeology, history or a related field.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 5900**

**Salary Range: 39**

**FLSA: Exempt**